

Fire/Water Restoration Project Procedure

1-2-2020

This procedure is limited to projects involving fire and/or water damage in **R-2 & R-3** Occupancy Classifications. There are two stages to these projects that will be permitted separately and in sequence: the demo stage and the restoration stage.

Demo Stage

After the fire/water event occurs, the Contractor should make the site as safe as possible (boarding up site, tarping roof, temporary shoring, etc. as necessary). As soon as possible the Contractor shall obtain a Building Permit for interior demo work. Any demo work associated with the electrical, mechanical, or plumbing systems will require that those affected trades have Sub-Contractors listed on the Building Permit application. These permits will only authorize the removal of damaged materials, with the exception that temporary shoring and roof replacement are allowed to be included in the scope when necessary. If temporary shoring or roof replacement are included, an engineered letter and/or details sealed by an NC licensed Design Professional for that work shall be submitted with the permit application.

Once permits are issued, the Contractor can perform the work to remove all necessary materials and install any needed shoring. If the roof is being replaced, that work can be performed to a level where the building is dried in & protected from the weather. It should not have interior finishes applied. Also, at this time an Address Hold will be placed to ensure no additional permits are issued prior to the completion of the demo work.

The Contractor will schedule a Final inspection for each trade when the removal work is complete (a Building Rough inspection will first be required if the roof is being replaced). The Field Inspector will inspect the work, take photos, and make notes about rated assemblies, number of units involved, degree to which the material removal was taken (full gut), and any other site-specific issues. This information will be uploaded to the permit. From this information, the Field Inspector will make the determination if the pending restoration stage will require plan review. When the permits for demo work pass Final inspection, they are closed, and the restoration stage can begin.

Restoration Stage

The Contractor will submit for the restoration stage based on the need for plan review per the Field Inspector. If plan review is required, complete construction plans for the work to be performed will be submitted, including an Appendix B. The Design Professional will submit these projects through our OnSchedule plan submittal process, and the submittal shall follow one of the two scenarios listed below:

- I. **Total rebuild:** When the entire building is damaged to the extent that only the foundation remains, and/or the ground floor system remains, then it will be handled like the construction of a new building requiring plan review and a structural analysis of the building elements that remain. The project will be governed under the current NC Existing Building Code. All new components of the building will be required to meet the current NC Building Code as directed by the Existing Building Code. If current code requires sprinklers for the building, then the addition of sprinklers is required, even if there were none before. Alteration from the pre-damaged conditions with regard to the layout & materials used is allowed.

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- II. **Partial rebuild:** When a portion(s) of a building is damaged but does not meet criteria for a Total rebuild, it is considered a Partial rebuild. The project will be governed under the current NC Existing Building Code, including compliance with the current NC Building Code as directed. The addition of sprinklers is NOT required if the original building was un-sprinkled. Alteration from the pre-damaged conditions with regard to the layout & materials used is allowed.

If plan review was not required, as determined by the Field Inspector, the Contractor can submit for permits through our Small Commercial InScope review process using their Contractor Account dashboard. Our expectation for projects not requiring plan review is that damaged components will be restored to pre-damage conditions without any modification to plan layout or materials. Replaced components of the building (including trade work) are required to meet the current NC Existing Bldg Code. If alterations from the pre-damaged conditions are desired, then submittal with plan review as a scenario II above will be required.

The following supplementary information is required and shall be submitted as part of the Small Commercial InScope review process to define the scope of work and validate the conditions noted by the Field Inspector under the interior demo project. They also establish a baseline code analysis for the project prior to permit issuance:

- a. A complete permit application (preferably completed online through the Contractor's account, but paper application submittal is allowed).
- b. A **detailed** description of the scope of work, including any work in each trade (building, electrical, mechanical and plumbing) and the permit number for the completed demo project. This description establishes the scope of the permit & should align with the Field Inspector's observations in the field.
 - Repairs shall be made in a manner that maintains the level of accessibility that is **existing**. Specifically describe any repairs involving accessible elements in the scope description and include any details showing required clearances, dimensions, & mounting heights.
- c. A completed Appendix B for the building in which the work is being performed.
- d. A floor plan of each affected unit or space identifying the area(s) being repaired; this can be hand drawn as long as the plan is clear & neat.
- e. A structural analysis of any structural components affected by the damage or the repair work; this document shall be sealed by an NC licensed Structural Engineer.
- f. A copy of the UL or GA assembly detail for each fire rated assembly affected by the repair. Additional info on rated assembly details can be found at:
 - UL – database.ul.com/cgi-bin/XYV/template/LISEXT/1FRAME/index.html
 - GA – www.gypsum.org
- g. A roof plan identifying the roof area(s) repaired under the demo stage if this is part of the scope; this can be hand drawn as long as the plan is clear & neat.

Note: Once the permit is issued, copies of the above listed information must be available on the jobsite for the Field Inspectors. At the final building inspection, a letter from the Structural Engineer verifying that the new structural components align with and do not adversely affect the existing construction shall be presented to the Building Inspector.

Caution: In all scenarios above, the restoration stage should follow the scope of work presented on the plans or in the scope description. If work found in field differs from what is approved for permitting, including additional demo work not performed under the demo stage, the Field Inspector will require amended permits or possibly a cancellation of permits and a new submittal with plan review.

General Notes:

- Each separate residential unit requires its own permits.
- For any adjacent units that have no damage or repair work, but their power was turned off, an Electrical Permit for each unit will be req'd to get power restored. After the final inspection is passed by the Elec Inspector, the Utility Company will automatically receive the notification they need to reconnect the power on the permitted unit.
- If the ceiling finishes in the space are removed, then AC/DC interconnected smoke & CO detectors shall be installed per current code in those spaces if they are not already present. If the ceiling is not removed, battery operated smoke & CO detectors shall be installed per current code in those spaces.
- Any electrical system components that have been exposed to water require moisture testing to verify they are safe to remain. For projects with electrical repair costs over \$2,000 per unit, a MEG test will be required.